

Frederick County, Maryland

Request for Proposals No. 12-26

Performance (Operational) Audit Services

March 7, 2012

The Board of County Commissioners of Frederick County, Maryland, (herein referred to as “the County”), is soliciting proposals from qualified firms to provide Performance (Operational) Audit Services. The County wishes to enter into an agreement wherein the successful proposer(s) will provide performance audit services under direction of the Interagency Internal Audit Authority (“IIAA”) and/or the Director of Internal Audit through either a co-sourcing or out-sourcing model.

Pre-Proposal Meeting

A pre-proposal meeting for discussion of the Request for Proposals will be held at 2:00 PM Thursday, March 15, 2012 in the 1st Floor Conference Room, 12 East Church Street, Frederick, Md. Purchasing Office at the above address. Although attendance is not mandatory, attendance is strongly advised.

Due Date

Proposals must be received prior to 4:00 pm, Friday, March 30, 2012 at the following address:

Frederick County Purchasing Department
Winchester Hall, 1st floor
12 E Church Street
Frederick, MD 21701
Phone: 301-600-1047

Office hours are Monday through Friday, 8:00 am – 4:00 pm. Proposals received by the Purchasing Office after the time specified will be returned to the proposer unopened.

Submittals: Interested firms shall submit one (1) original hard copy and two (2) softcopies of its submittal by the deadline stated above. The hard copy proposals shall not be stapled or permanently bound; rather, binder clips shall be used to assemble sheets. Each softcopy proposal will be provided in MS Word and Adobe PDF format.

The Technical and Cost Proposal shall be submitted in separately sealed envelopes and labeled accordingly. Submissions shall be clearly marked, "RFP 12-26 Performance (Operational) Audit Services".

Addenda

All changes to the process included changes to the requirements and required submittals will be included in written addenda. All firms responding to this RFP are responsible for checking the website for addenda prior to submitting their proposals.

Questions

All questions regarding the RFP must be submitted in writing and include the RFP number and title. All questions should be submitted to Harold Good, Purchasing Director at hgood@frederickcountymd.gov with copies to Debbie Hobbs, Office Manager - Purchasing at dhobbs@frederickcountymd.gov.

To maintain the project schedule, all questions must be submitted no later than 4:00 pm on Wednesday, March 21, 2012.

Submittals

Proposals must meet the requirements specified in the Request for Proposal as amended by addenda, if any.

Selection Process

This solicitation has been developed in the "Request for Proposal" (RFP) format. A Proposal Evaluation Committee inclusive of representation from the IIAA and the involved agencies using the evaluation criteria identified in Section 6.0 of this RFP will evaluate all responses received. The County will award a contract to the firm or firms whose proposal(s) provide the greatest value in terms of the identified criteria. The Proposal Evaluation Committee shall be the sole judge of the relative merits of competing proposals.

The County reserves the right to reject any and all Proposals and to waive any informality in procedures. The Proposal Evaluation Committee and the County shall be the sole final judge of the relative merits of competing proposals.

Sincerely,

Harold Good, CPPO
Director, Purchasing Department
Frederick County, Maryland